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Memorandum of Understanding between FE Division of DD/P and OTR

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REFERENCES: (a) CIA Regulation [REDACTED] 17 Feb 56  
(b) Memo of 12 Jan 55 from DCI to DD/P, DD/A,  
OTR, and IO

25X1A6a 1. The responsibilities of the Director of Training in regard to [REDACTED] are specified in the referenced papers. The purpose of this memorandum is to formalize the understanding between Chief, Far East Division of DD/P and the Director of Training as to the procedures to be followed by their respective representatives in carrying out these responsibilities.

25X1A6a 2. According to the references, the Director of Training is responsible for the technical supervision of all training activities at the [REDACTED] Station, including:

- a. approval of the qualifications of personnel nominated and assigned to serve on the training staff;
- b. provision of instructors for assignment to the Station, to the extent of his capability;
- c. approval of training doctrine, methods of instruction, testing, evaluation and assessment procedures, and training materials used;
- d. headquarters coordination in planning and review of training projects for the installation;
- e. professional support to the Station's training efforts; and
- f. assistance to the Chief, Inspection and Review Staff, DD/T, in periodic inspection and reporting on the status of the Station's training efforts.

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3. In order to discharge the responsibilities listed above, Chief, FE Division, and OTR agree that:

a. Chief, FE Division, will keep the Director of Training informed on problems and developments in Station and Division policy, planning, and administration which have a bearing on the Station's training capability, efficiency, or commitments (e.g., rental costs, living conditions, war planning);

b. FE Division will coordinate with OTR any proposed changes in, or reorganization of, the table of organization of the [redacted] training staff; and will advise OTR on a continuing basis of all anticipated vacancies in the training staff;

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c. OTR will make every effort to provide suitable candidates for assignment to the [redacted] training staff, submitting their files to the FE Division for review, and arranging interviews for FE Division. When OTR is unable to provide a suitable candidate, and FE Division nominates a candidate, his file will be submitted to OTR for approval and FE will arrange for an OTR interview. OTR will review the candidate's qualifications and advise FE Division in writing of its approval or disapproval, and, where necessary, will recommend and arrange for any additional training;

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d. in order to maintain a close working relationship, and to exchange information or ideas concerning matters of mutual interest to OTR and [redacted] Station, OTR will prepare correspondence (dispatches, cables, or memoranda) directed to the attention of the Chief [redacted] for transmittal via FE Division channels. All such correspondence will be prepared in accordance with DD/P and FE Division security requirements and, where a question of propriety or policy arises concerning such correspondence, FE Division will advise OTR promptly, coordinating with OTR any changes made in such correspondence. FE Division will forward to OTR copies of correspondence received from, or sent to, the [redacted] Station which has to do with matters of concern to the Office of Training, including personnel actions, fitness reports, or other matters affecting personnel who are members of the [redacted] training staff, or who have an ST career designation;

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e. the Office of Training will review and provide to FE Division, on a continuing basis, all new training materials developed within its schools that may be suitable for use in the Station's training programs, or of interest to the instructor staff. It will also review training aids, curricula, lesson plans, and case studies developed in other overseas training programs for possible usefulness to the [redacted] training staff. In providing materials to FE Division for the Station, OTR will obtain the necessary CI/OA clearances for transmittal of materials overseas, and in the case of materials

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25X1A developed in other overseas areas, OTR will obtain from the responsible operating division the latter's approval for its use by the [REDACTED] Station. In forwarding training materials to FE Division for transmittal to the Station, OTR will advise FE Division by memorandum of any restrictions placed upon its use by the CI/OA Staff or the originating division;

f. all training materials developed at [REDACTED] Station will be transmitted to OTR through FE Division channels for review by instructors competent in the subjects covered. OTR's approval, or its comments and suggestions for improvement, of the training doctrine, methods of instruction, testing, evaluation and assessment procedures, and training materials will be forwarded to FE Division as promptly as possible for transmittal to the [REDACTED] Station;

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25X1A6a g. OTR will coordinate with FE Division in the Headquarters' planning and review of all training activities proposed or in progress at the Station. In order to provide Headquarters with the information necessary to fulfill this responsibility, the Station will forward to OTR, through FE Division channels, adequate monthly status reports on current and proposed training activities and TDY assignments of [REDACTED] instructors to other field stations. Such reports will also inform OTR, on a continuing basis, of the curriculum and, so far as practicable, the materials used in each training program, as well as the identities of those members of the training staff who were exposed to the trainees;

h. the Director of Training will, upon request from the Chief of the Inspection and Review Staff, DD/P, assist the latter in periodic inspection and reporting on the status of the Station's training efforts;

i. FE Division will arrange for OTR to interview as promptly as possible and debrief when desired, all returnees from the [REDACTED] training staff, and such other personnel as may be of interest to OTR insofar as their relationship to training matters is concerned. FE Division and OTR will both give careful consideration to the possibility of a tour in OTR for returning non-ST instructors;

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j. OTR will, from time to time, at FE Division's request, or upon its own initiative, send on TDY to [REDACTED] selected OTR personnel for the purpose of providing advice and assistance to the training staff. OTR will give FE Division 30-60 days' prior notice of such TDY assignments.

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k. Representatives of the Chief, FE Division, and the Director of Training will meet monthly, on a day and at a time to be selected by mutual agreement, to discuss matters of common interest and concern in the support of the [REDACTED] Station. This monthly meeting, however, will not be in lieu of the day-to-day coordination now being conducted between their representatives, and this informal relationship is encouraged.

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[REDACTED]

Chief, FE Division

SIGNED 14 DEC 1956

MATTHEW BAIRD  
Director of Training

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